



State of Arizona
Department of Education

Date: March 20, 2013

To: Superintendents, Business Managers, and ELL Coordinators

From: Tammara Ragsdale, Director of Professional Development
Office of English Language Acquisition Services

Subject: Re-Distribution of the Incremental Teacher Spreadsheets

Incremental Teacher Spreadsheets

The Incremental Teacher Spreadsheets for the Fiscal Year 2014 SEI Fund budget cycle uses three sources of data:

- 1) The total number of students enrolled in an LEA through the 100th day for Fiscal Year 2012;
- 2) The total number of students identified as ELL from the SDELL72 Report for Fiscal Year 2012;
- 3) The LEA self-reported data from the Average Class Size Survey. (If an LEA failed to submit the Average Class Size Survey, the data source for the Average Class Size will be the average of each grade level for all surveys submitted by the deadline).

We have experienced several challenges as we transitioned the Incremental Teacher Spreadsheets (ITS) into an automated process via Common Logon using the data sources mentioned above.

It is the intent of ADE to assist LEAs with an improved process for accessing and using the required documents that comprise the SEI Budget as a whole. An additional enhancement was to re-title the spreadsheets to reflect the Average Class Size Survey so you will now see a spreadsheet for Self-Contained or Departmentalized. These spreadsheets previously were titled Elementary and Middle/High School. This enhancement will serve to meet each LEA's individual circumstances.

Please review your Incremental Teacher Spreadsheets again and take the necessary actions that best fit your program needs. If you submitted an appeal, you **MUST** review the ITS again as data may have changed.

The spreadsheets are available today, March 20, 2013 and will close next Friday, March 29, 2013.

SEI Budget Application Opening

The next step in the SEI Fund Application process for Fiscal Year 2014 is the opening of the SEI Budget Application on Common Logon. Once the Incremental Teacher Spreadsheet review window has closed and all changes are finalized, LEAs will be notified of the opening date for the SEI Budget Application. Due to the delay we have experienced, our intent is to move through this process as quickly as possible.

Thank you for your patience throughout this process.